Introduction to Transaction Code Descriptors

NFC has added Transaction Code Descriptors to the STAR Web system. Transaction Code Descriptors are used to further define a Transaction Code. For example, the hours an employee works at home during his/her normal tour of duty are coded as TC 01 (Regular Time). If the timekeeper uses TC descriptor code 14,15 or 16, STAR Web will show that this time was spent working at home.

Each Transaction Code has its own descriptors. The most common descriptor codes that will be used by MRP timekeepers fall under either TC 01 or TC 66 (Administrative Leave).
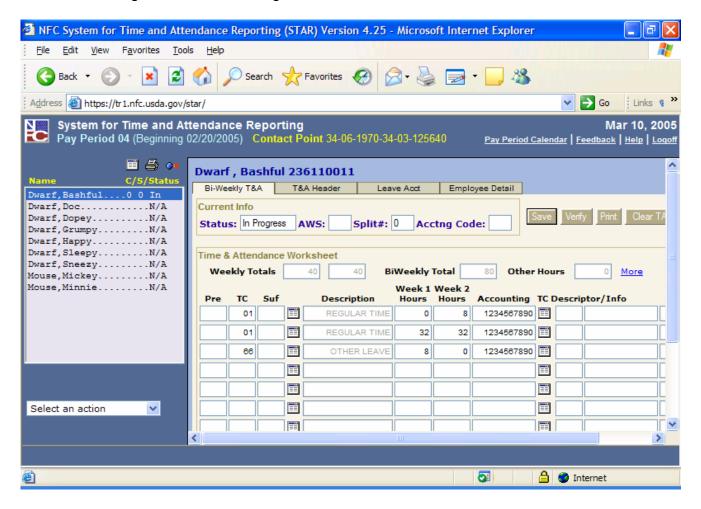
These are the TC 01 (Regular Time) descriptor codes:

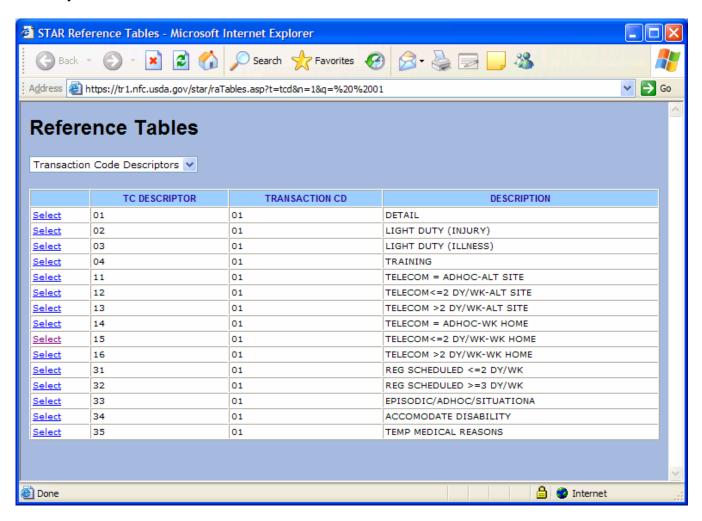| TC DESCRIPTOR CODE	DESCRIPTION OF CODE
01	DETAIL
02	LIGHT DUTY (INJURY)
03	LIGHT DUTY (ILLNESS)
04	TRAINING
11	TELECOM = ADHOC-ALT SITE
12	TELECOM<=2 DY/WK-ALT SITE
13	TELECOM >2 DY/WK-ALT SITE
14	TELECOM = ADHOC-WK HOME
15	TELECOM<=2 DY/WK-WK HOME
16	TELECOM >2 DY/WK-WK HOME
31	REG SCHEDULED <=2 DY/WK
32	REG SCHEDULED >=3 DY/WK
33	EPISODIC/ADHOC/SITUATIONA
34	ACCOMODATE DISABILITY
35	TEMP MEDICAL REASONS

These are the TC 66 (Administrative Leave) descriptor codes:

TC DESCRIPTOR CODE	DESCRIPTION OF CODE
01	BLOOD DONATION
02	OWCP (INJURY)
03	OWCP (ILLNESS)
04	BONE-MARROW DONOR
05	ORGAN DONOR
06	PREVENTIVE HEALTH CARE
21	FEDERAL HOLIDAY
22	STATE HOLIDAY
23	LOCAL HOLIDAY
31	AGENCY DIRECTED
32	COURT LEAVE
33	EXAMINATION
34	HAZRDS WEATHER DISMISSAL
35	OFFICE CLOSED
36	OFFICE CLOSED - RED ALERT
37	TRANSFER OF STATION
38	VOTING

To access the Transaction Code Descriptor Reference Table, go to the line of TC that you wish to add a TC descriptor to. Click on the Reference Table icon located to the right of the Accounting block.

Once the Reference Table comes up, click on "Select" next to the TC descriptor code you wish to use.

STAR Reference Tables - Microsoft Internet Explorer

Address https://tr1.nfc.usda.gov/star/raTables.asp?t=tcd&n=1&q=%20%2001

Reference Tables

Transaction Code Descriptors ▾

	TC DESCRIPTOR	TRANSACTION CD	DESCRIPTION
Select	01	01	DETAIL
Select	02	01	LIGHT DUTY (INJURY)
Select	03	01	LIGHT DUTY (ILLNESS)
Select	04	01	TRAINING
Select	11	01	TELECOM = ADHOC-ALT SITE
Select	12	01	TELECOM<=2 DY/WK-ALT SITE
Select	13	01	TELECOM >2 DY/WK-ALT SITE
Select	14	01	TELECOM = ADHOC-WK HOME
Select	15	01	TELECOM<=2 DY/WK-WK HOME
Select	16	01	TELECOM >2 DY/WK-WK HOME
Select	31	01	REG SCHEDULED <=2 DY/WK
Select	32	01	REG SCHEDULED >=3 DY/WK
Select	33	01	EPISODIC/ADHOC/SITUATIONA
Select	34	01	ACCOMODATE DISABILITY
Select	35	01	TEMP MEDICAL REASONS

Done   Internet

You will then be taken back to the Biweekly T&A, and the TC descriptor code will appear in the TC Descriptor/Info block.